

AXMINSTER TOWN COUNCIL

To: Cllrs. Farrow (JF) (Chair), Birnie (SBI.) (Vice-Chair), Bourne (ABO.), Brooker (ABr.), Burrough (KB), Langdon (TL), Leat (SL), Lippett (RL), Paice (EP), Steadman (BS), Walden (JW) and Willey (DW)

The Guildhall,
Axminster, Devon

12 June 2023

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on Monday, 19th June 2023 at 7.00pm. at the Guildhall, West Street, Axminster (in person).

This meeting will be recorded, and recordings will be held for one year by the Town Council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. If you wish to speak, please raise your hand and wait to be invited to speak by the Chair. Voting will normally take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that **remarks and representations must be addressed through the person chairing the meeting.**

Members are reminded:

- a) *Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary one.***
- b) *That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency.***
- c) *To ensure that their discussions include full consideration of the points set out in the Town Council's **Risk Assessment Management** policy..*

Chair to highlight fire exits and Guildhall fire precautions.

Open Public Forum session (limited to 15 minutes or as otherwise agreed by Chair presiding).

FC23/099

To note members present:

FC23/100

To note and, if thought fit, to approve apologies for absence (and reasons thereof):
(LGA 1972 s.85 (1))

FC23/101

To note members of Council who are neither present nor whose absence has been approved (as above); to receive any other apologies for absence:

Continued Overleaf

FC23/102

To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded:

This does not preclude the need for members to declare any additional interests that may arise during the meeting.

FC23/103i)

To consider and, if thought fit, to approve the minutes of the Annual Meeting of the FULL Council held on Monday 15th May 2023 as previously circulated to members and published online:

FC23/103ii)

To consider any matters arising from the minutes of that meeting:

FC23/104

To note the minutes of the following Committee meetings held (as dated below) and to consider any matters arising from those minutes:

a) Strategy & Finance Committee meeting - 22nd May 2023

b) Operations Committee meeting - 5th June 2023

FC23/105

To consider the recommendations from those committees (as per the minutes published online) and, if thought fit, to approve these as Council policy (by way of resolution): *

** Only recommendations which fall outside of the relevant Committee's Terms of Reference require FULL Council approval, unless the relevant Committee has formally deferred the decision to FULL Council, as specified within the minutes of that meeting.*

See Part Two section of Agenda for details of any recommendations from committees which require consideration as Part Two business due to matters of confidential sensitivity, or those of a legal, employment or commercial nature.

FC23/106

To consider any additional matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960:

FC23/107

To consider the proposal that the three casual vacancies for the office of Councillor (one each for the Town, Weycroft and Raymonds Hill wards) are filled by co-option: (Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305)

Continued Overleaf

FC23/108

To consider Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for May 2023.
- b) To receive, and note, Responsible Financial Officer's report and financial pack for May 2023 in the approved format (also published online)
- c) Questions to the RFO on these accounts / financial reports from members.
- d) To consider applications for grant assistance from the following bodies/organisations:
 - i) Nourish – seeking £2000 towards venue rental/hire costs.
 - ii) Axminster Youth Club – seeking £1000 towards venue rental/hire costs
 - iii) Guildhall Management Committee – seeking sponsorship of Ice Skating event December 2023. £TBD
- e) To consider proposal that the Town Council formally request a 31-day extension to the PKF Littlejohn LLP Annual Return submission deadline (from 30th June to 31st July 2023) to allow for the finalisation of the Council's FY22-23 annual accounts. To further note that the consideration and approval of the Council's Annual Governance and Accountability Return (AGAR) will be tabled for the July Ordinary meeting agenda.
- f) To receive and review the finalised Axminster Town Council Asset Register as at 31st March 2023.
- g) To consider a proposal to pay the sum of £250 to the Axminster PCC towards the annual costs of maintaining the Minster Church Clock in the FY23-24 period.
(Parish Council Act 1957 s2.)

FC23/109

To consider planning matters:

- a) To consider any planning applications received prior to the agenda publication and currently awaiting consideration (and decision):

Hyperlinks to EDDC website can be found using the blue highlighted applications references.

None received for consideration.

- b) To ratify planning decisions made by way of delegated authority afforded to Chair of Planning Committee, Cllr. Leat, and the Council's Proper Officer.

Hyperlinks to EDDC website can be found using the blue highlighted applications references.

None received for consideration.

- c) To consider any planning applications received after the agenda publication and currently awaiting consideration (and decision) – **published on a supplementary agenda (if applicable):**

Hyperlinks to EDDC website can be found using the blue highlighted applications references.

To be advised.

- d) To note planning correspondence received.

1) To note the confirmation of a Tree Protection Order (TPO/22/0029) for Land south of Little Coombe (rear of 11 Lyme Close) Field End, Lyme Road, Axminster.

2) To note receipt of correspondence from the Crown Estate regarding the Axminster Neighbourhood Plan and the Town Council's Climate Action Group objectives and for members to consider how they wish to liaise with the Crown Estate representatives.

- e) To note any matters relating to planning that have arisen as a result of EDDC Planning Committee or Strategic Planning Committee meetings since the last FULL meeting of Council.

None to be noted at time of agenda publication.

Standing Council Business to be considered:

FC23/110

To consider matters pertaining to the ongoing development of the Axminster Neighbourhood Plan.

- i) To consider the membership of the Neighbourhood Plan Steering Group in light of recent changes to the composition of Axminster Town Council & East Devon District Council.**
- ii) To consider the election of a Chair for the Neighbourhood Plan Steering Group for 2023-24**
- iii) To receive an update report from members of the NPSG and to decide upon the timing for the next stage of the Neighbourhood Plan consultation process.**

FC23/111

To receive an update on the work of the Axminster Climate Action group.

FC23/112

To receive a progress report/update on the work of the Axminster Regeneration Forum in conjunction with the EDDC/DCC Urban Renewal project.

FC23/113

To receive an update from the Town Council's representative to the Axminster Chamber of Commerce

New Council Business to be considered:

FC23/114

To consider whether the Town Council wishes to sign up to the Devon and Cornwall Police Community Safety Charter as a "community partner".

FC23/115

To ratify the recent Council decision to appoint Cllr. Bourne as the Town Council's representative to the Axminster Twinning Association.

FC23/116

To ratify the recent Council decision to appoint Cllr. Bourne as a Town Council trustee board member of the Guildhall Management Committee (300749).

FC23/117

To consider membership of the Town Council's Operations Committee (to seek additional committee members).

FC23/118

To consider the appointment of the Town Council's representative to the EDDC Arts and Culture Forum.

FC23/119

To consider and, if thought fit, to approve the (draft) Terms of Reference for the Council's Strategy & Finance Committee; these have been referred to FULL Council by that committee for their consideration

Continued Overleaf

FC23/120

To consider correspondence from Plastic Free Axminster (PFA) regarding the condition of the walkway from West Street (via Belle Vue) to Shand Park (land believed to be in the ownership of Tesco Plc) and to agree whether the Town Council wishes to respond formally to PFA or any other 3rd party regarding the points raised in that correspondence.

FC23/121

To consider any matters considered as urgent by the presiding Chair and to receive any announcements from the Chair of the Council.

FC23/122

To confirm the date of the next scheduled FULL meeting of the Town Council - 10th July 2023.

FC23/123

It is proposed that under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Other Council Business to be considered (Part TWO – Confidential)

FC23/124 (IC)

To consider and, if thought fit, to approve any recommendations of the Council's committees that require discussion or consideration in Part Two due to the confidential nature of the business outlined in those recommendations.

FC23/125 (IC)

To consider correspondence from a tenant of the Town Council (a matter previously discussed in Part Two of the most recent Operations Committee meeting held on 5th June 2023). *This matter is deemed confidential as it relates to the tenancy agreement between the Town Council and one of the Council's property tenants.*

FC23/126 (IC)

To consider matters pertaining to the Axminster Guildhall; *to receive a report from the Clerk on legal, governance, financial and constitutional matters that are considered confidential due to subject matter likely to be discussed.*

FC23/127 (IC)

To consider matters pertaining to a former employee of the Town Council. *Clerk to provide a report to members which (as it relates to employment matters) is deemed confidential.*

FC23/128 (IC)

To consider a report from the Clerk/RFO on the subject of the current demands upon Council facilities, amenities and resources; *as this subject matter relates to employment matters, the business will be considered in closed Council session (Part Two)*

With no further business to be considered, the Chair of the Council will close the meeting.

Paul Hayward

TOWN CLERK

12th June 2023

Under the Openness of Local Government Bodies Regulations 2014, members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings

No prior notification is needed but it would be helpful if you could let the Chair, or Clerk, know that you plan to film or record so that the necessary arrangements can be made to provide reasonable facilities for you to report on meetings.

This permission does not extend to parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public
